

Payroll Calendar

JANUARY
— 2026

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	1	2
Campus Closure	Campus Closure	New Years Eve Campus Closure	New Years Day Campus Closure	Campus Closure
5	6	7	8	9
Campus Reopens	• Deadline for Employees to accept/eSign contracts to be paid on Jan. 23rd		Payslip Visible	Pay Date Submit Time Cards Deadlines for: • Employees to submit their Time Card for Jan. 23rd pay • PT absence/leaves entries for Jan. 23rd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Jan. 23rd pay
12	13	14	15	16
	Approve Time Cards • 5PM Deadline for Time Card Approval for Jan. 23rd pay • Deadline for FT absence/leave entries for Jan. 23rd pay			Submit Time Cards
19	20	21	22	23
	• Deadline for Employees to accept/eSign contracts to be paid on Feb. 6th		Payslip Visible	Pay Date Submit Time Cards Deadlines for: • Employees to submit their Time Card for Feb. 6th pay • PT absence/leaves entries for Feb. 6th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Feb. 6th pay
26	27	28	29	30
	Approve Time Cards • 5PM Deadline for Time Card Approval for Feb. 6th pay • Deadline for FT absence/leave entries for Feb. 6th pay			Submit Time Cards

Monday	Tuesday	Wednesday	Thursday	Friday
	2 • Deadline for Employees to accept/eSign contracts to be paid on Feb. 20th	3	4	5 Payslip Visible
				6 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none">• Employees to submit their Time Card for Feb. 20th pay• PT absence/leaves entries for Feb. 20th pay• Sending Payroll, Payment Authorization Form (PAF) to be paid for Feb. 20th pay
9	10 Approve Time Cards <ul style="list-style-type: none">• 5PM Deadline for Time Card Approval for Feb. 20th pay• Deadline for FT absence/leave entries for Feb. 20th pay	11	12	13 Submit Time Cards
16 Family Day	17 • Deadline for Employees to accept/eSign contracts to be paid on March 6th	18	19 Payslip Visible	20 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none">• Employees to submit their Time Card for March 6th pay• PT absence/leaves entries for March 6th pay• Sending Payroll, Payment Authorization Form (PAF) to be paid for March 6th pay
Campus Closure				
23	24 Approve Time Cards <ul style="list-style-type: none">• 5PM Deadline for Time Card Approval for March 6th pay• Deadline for FT absence/leave entries for March 6th pay	25	26	27 Submit Time Cards
2	3	4	5	6

Monday	Tuesday	Wednesday	Thursday	Friday	
	2 • Deadline for Employees to accept/eSign contracts to be paid on March 20th	3	4	5 Payslip Visible	6 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none">• Employees to submit their Time Card for March 20th pay• PT absence/leaves entries for March 20th pay• Sending Payroll, Payment Authorization Form (PAF) to be paid for March 20th pay
9	10 Approve Time Cards <ul style="list-style-type: none">• 5PM Deadline for Time Card Approval for March 20th pay• Deadline for FT absence/leave entries for March 20th pay	11	12	13 Submit Time Cards	
16	17 • Deadline for Employees to accept/eSign contracts to be paid on April 2nd	18	19 Payslip Visible	20 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none">• Employees to submit their Time Card for April 2nd pay• PT absence/leaves entries for April 2nd pay• Sending Payroll, Payment Authorization Form (PAF) to be paid for April 2nd pay	
23	24 Approve Time Cards <ul style="list-style-type: none">• 5PM Deadline for Time Card Approval for April 2nd pay• Deadline for FT absence/leave entries for April 2nd pay	25	26	27 Submit Time Cards	
30	31 • Deadline for Employees to accept/eSign contracts to be paid on April 17th	1	2	3	

Monday	Tuesday	Wednesday	Thursday	Friday
30	31	1 Payslip Visible	2 Pay Date	3 Submit Time Cards Good Friday Deadlines for: <ul style="list-style-type: none">Employees to submit their Time Card for April 17th payPT absence/leaves entries for April 17th paySending Payroll, Payment Authorization Form (PAF) to be paid for April 17th pay Campus Closure
6 Easter Monday	7 Approve Time Cards <ul style="list-style-type: none">5PM Deadline for Time Card Approval for April 17th payDeadline for FT absence/leave entries for April 17th pay	8	9	10 Submit Time Cards
13	14 <ul style="list-style-type: none">Deadline for Employees to accept/eSign contracts to be paid on May 1st	15	16 Payslip Visible	17 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none">Employees to submit their Time Card for May 1st payPT absence/leaves entries for May 1st paySending Payroll, Payment Authorization Form (PAF) to be paid for May 1st pay
20	21 Approve Time Cards <ul style="list-style-type: none">5PM Deadline for Time Card Approval for May 1st payDeadline for FT absence/leave entries for May 1st pay	22	23	24 Submit Time Cards
27	28 <ul style="list-style-type: none">Deadline for Employees to accept/eSign contracts to be paid on May 15th	29	30 Payslip Visible	1

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	1
				<div>Pay Date</div> <div>Submit Time Cards</div> <div>Deadlines for:<ul style="list-style-type: none">Employees to submit their Time Card for May 15th payPT absence/leaves entries for May 15th paySending Payroll, Payment Authorization Form (PAF) to be paid for May 15th pay</div>
4	5	6	7	8
	<div>Approve Time Cards</div> <div><ul style="list-style-type: none">5PM Deadline for Time Card Approval for May 15th payDeadline for FT absence/leave entries for May 15th pay</div>			<div>Submit Time Cards</div>
11	12	13	14	15
	<div><ul style="list-style-type: none">Deadline for Employees to accept/eSign contracts to be paid on May 29th</div>		<div>Payslip Visible</div>	<div>Pay Date</div> <div>Submit Time Cards</div> <div>Deadlines for:<ul style="list-style-type: none">Employees to submit their Time Card for May 29th payPT absence/leaves entries for May 29th paySending Payroll, Payment Authorization Form (PAF) to be paid for May 29th pay</div>
18	19	20	21	22
<div>Victoria Day</div> <div>Campus Closure</div>	<div>Approve Time Cards</div> <div><ul style="list-style-type: none">5PM Deadline for Time Card Approval for May 29th payDeadline for FT absence/leave entries for May 29th pay</div>			<div>Submit Time Cards</div>
25	26	27	28	29
	<div><ul style="list-style-type: none">Deadline for Employees to accept/eSign contracts to be paid on June 12th</div>		<div>Payslip Visible</div>	<div>Pay Date</div> <div>Submit Time Cards</div> <div>Deadlines for:<ul style="list-style-type: none">Employees to submit their Time Card for June 12th payPT absence/leaves entries for June 12th paySending Payroll, Payment Authorization Form (PAF) to be paid for June 12th pay</div>

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
	<div>Approve Time Cards</div> <div><div>• 5PM Deadline for Time Card Approval for June 12th pay</div><div>• Deadline for FT absence/leave entries for June 12th pay</div></div>			<div>Submit Time Cards</div>
8	9	10	11	12
	<div>• Deadline for Employees to accept/eSign contracts to be paid on June 26th</div>		<div>Payslip Visible</div>	<div>Pay Date</div> <div>Submit Time Cards</div> <div>Deadlines for:</div> <div><div>• Employees to submit their Time Card for June 26th pay</div><div>• PT absence/leaves entries for June 26th pay</div><div>• Sending Payroll, Payment Authorization Form (PAF) to be paid for June 26th pay</div></div>
15	16	17	18	19
	<div>Approve Time Cards</div> <div><div>• 5PM Deadline for Time Card Approval for June 26th pay</div><div>• Deadline for FT absence/leave entries for June 26th pay</div></div>			<div>Submit Time Cards</div>
22	23	24	25	26
	<div>• Deadline for Employees to accept/eSign contracts to be paid on July 10th</div>		<div>Payslip Visible</div>	<div>Pay Date</div> <div>Submit Time Cards</div> <div>Deadlines for:</div> <div><div>• Employees to submit their Time Card for July 10th pay</div><div>• PT absence/leaves entries for July 10th pay</div><div>• Sending Payroll, Payment Authorization Form (PAF) to be paid for July 10th pay</div></div>
29	30	1	2	3
	<div>Approve Time Cards</div> <div><div>• 5PM Deadline for Time Card Approval for July 10th pay</div><div>• Deadline for FT absence/leave entries for July 10th pay</div></div>			

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	1 Canada Day	2	3 Submit Time Cards
6	7 • Deadline for Employees to accept/eSign contracts to be paid on July 24th	8	9 Payslip Visible	10 Pay Date Submit Time Cards Deadlines for: • Employees to submit their Time Card for July 24th pay • PT absence/leaves entries for July 24th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for July 24th pay
13	14 Approve Time Cards • 5PM Deadline for Time Card Approval for July 24th pay • Deadline for FT absence/leave entries for July 24th pay	15	16	17 Submit Time Cards
20	21 • Deadline for Employees to accept/eSign contracts to be paid on Aug. 7th	22	23 Payslip Visible	24 Pay Date Submit Time Cards Deadlines for: • Employees to submit their Time Card for Aug. 7th pay • PT absence/leaves entries for Aug. 7th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Aug. 7th pay
27	28 Approve Time Cards • 5PM Deadline for Time Card Approval for Aug. 7th pay • Deadline for FT absence/leave entries for Aug. 7th pay	29	30	31 Submit Time Cards

Monday	Tuesday	Wednesday	Thursday	Friday
<div>3</div> <div>Civic Holiday</div> <div>Campus Closure</div>	<div>4</div> <div><div>• Deadline for Employees to accept/eSign contracts to be paid on Aug. 21st</div></div>	<div>5</div>	<div>6</div> <div>Payslip Visible</div>	<div>7</div> <div>Pay Date</div> <div>Submit Time Cards</div> <div>Deadlines for:</div> <div><div>• Employees to submit their Time Card for Aug. 21st pay</div><div>• PT absence/leaves entries for Aug. 21st pay</div><div>• Sending Payroll, Payment Authorization Form (PAF) to be paid for Aug. 21st pay</div></div>
<div>10</div>	<div>11</div> <div>Approve Time Cards</div> <div><div>• 5PM Deadline for Time Card Approval for Aug. 21st pay</div><div>• Deadline for FT absence/leave entries for Aug. 21st pay</div></div>	<div>12</div>	<div>13</div>	<div>14</div> <div>Submit Time Cards</div>
<div>17</div>	<div>18</div> <div><div>• Deadline for Employees to accept/eSign contracts to be paid on Sept. 4th</div></div>	<div>19</div>	<div>20</div> <div>Payslip Visible</div>	<div>21</div> <div>Pay Date</div> <div>Submit Time Cards</div> <div>Deadlines for:</div> <div><div>• Employees to submit their Time Card for Sept. 4th pay</div><div>• PT absence/leaves entries for Sept. 4th pay</div><div>• Sending Payroll, Payment Authorization Form (PAF) to be paid for Sept. 4th pay</div></div>
<div>24</div>	<div>25</div> <div>Approve Time Cards</div> <div><div>• 5PM Deadline for Time Card Approval for Sept. 4th pay</div><div>• Deadline for FT absence/leave entries for Sept. 4th pay</div></div>	<div>26</div>	<div>27</div>	<div>28</div> <div>Submit Time Cards</div>
<div>31</div>	<div>1</div>	<div>2</div>	<div>3</div>	<div>4</div>

Monday	Tuesday	Wednesday	Thursday	Friday
31	1 <ul style="list-style-type: none">• Deadline for Employees to accept/eSign contracts to be paid on Sept. 18th	2	3Payslip Visible	4Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none">• Employees to submit their Time Card for Sept. 18th pay• PT absence/leaves entries for Sept. 18th pay• Sending Payroll, Payment Authorization Form (PAF) to be paid for Sept. 18th pay
7Labour Day	8Approve Time Cards <ul style="list-style-type: none">• 5PM Deadline for Time Card Approval for Sept. 18th pay• Deadline for FT absence/leave entries for Sept. 18th pay Campus Closure	9	10	11Submit Time Cards
14	15 <ul style="list-style-type: none">• Deadline for Employees to accept/eSign contracts to be paid on Oct. 2nd	16	17Payslip Visible	18Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none">• Employees to submit their Time Card for Oct. 2nd pay• PT absence/leaves entries for Oct. 2nd pay• Sending Payroll, Payment Authorization Form (PAF) to be paid for Oct. 2nd pay
21	22Approve Time Cards <ul style="list-style-type: none">• 5PM Deadline for Time Card Approval for Oct 2nd pay• Deadline for FT absence/leave entries for Oct. 2nd pay	23	24	25Submit Time Cards
28	29 <ul style="list-style-type: none">• Deadline for Employees to accept/eSign contracts to be paid on Oct. 16th	30	1	2

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	1 Payslip Visible	2 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none">Employees to submit their Time Card for Oct. 16th payPT absence/leaves entries for Oct. 16th paySending Payroll, Payment Authorization Form (PAF) to be paid for Oct. 16th pay
5	6 Approve Time Cards <ul style="list-style-type: none">5PM Deadline for Time Card Approval for Oct. 16th payDeadline for FT absence/leave entries for Oct. 16th pay	7	8	9 Submit Time Cards
12 Thanksgiving Day Campus Closure	13 <ul style="list-style-type: none">Deadline for Employees to accept/eSign contracts to be paid on Oct. 30th	14	15 Payslip Visible	16 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none">Employees to submit their Time Card for Oct. 30th payPT absence/leaves entries for Oct. 30th paySending Payroll, Payment Authorization Form (PAF) to be paid for Oct. 30th pay
19	20 Approve Time Cards <ul style="list-style-type: none">5PM Deadline for Time Card Approval for Oct. 30th payDeadline for FT absence/leave entries for Oct. 30th pay	21	22	23 Submit Time Cards
26	27 <ul style="list-style-type: none">Deadline for Employees to accept/eSign contracts to be paid on Nov. 13th	28	29 Payslip Visible	30 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none">Employees to submit their Time Card for Nov. 13th payPT absence/leaves entries for Nov. 13th paySending Payroll, Payment Authorization Form (PAF) to be paid for Nov. 13th pay

Monday	Tuesday	Wednesday	Thursday	Friday
	<div>2</div> <div>3</div> <div>Approve Time Cards</div> <div><ul style="list-style-type: none">• 5PM Deadline for Time Card Approval for Nov. 13th pay• Deadline for FT absence/leave entries for Nov. 13th pay</div>	<div>4</div>	<div>5</div>	<div>6</div> <div>Submit Time Cards</div>
	<div>9</div> <div>10</div> <div><ul style="list-style-type: none">• Deadline for Employees to accept/eSign contracts to be paid on Nov. 27th</div>	<div>11</div>	<div>12</div> <div>Payslip Visible</div>	<div>13</div> <div>Pay Date</div> <div>Submit Time Cards</div> <div>Deadlines for:</div> <div><ul style="list-style-type: none">• Employees to submit their Time Card for Nov. 27th pay• PT absence/leaves entries for Nov. 27th pay• Sending Payroll, Payment Authorization Form (PAF) to be paid for Nov. 27th pay</div>
	<div>16</div> <div>17</div> <div>Approve Time Cards</div> <div><ul style="list-style-type: none">• 5PM Deadline for Time Card Approval for Nov. 27th pay• Deadline for FT absence/leave entries for Nov. 27th pay</div>	<div>18</div>	<div>19</div>	<div>20</div> <div>Submit Time Cards</div>
	<div>23</div> <div>24</div> <div><ul style="list-style-type: none">• Deadline for Employees to accept/eSign contracts to be paid on Dec. 11th</div>	<div>25</div>	<div>26</div> <div>Payslip Visible</div>	<div>27</div> <div>Pay Date</div> <div>Submit Time Cards</div> <div>Deadlines for:</div> <div><ul style="list-style-type: none">• Employees to submit their Time Card for Dec. 11th pay• PT absence/leaves entries for Dec. 11th pay• Sending Payroll, Payment Authorization Form (PAF) to be paid for Dec. 11th pay</div>
<div>30</div>	<div>1</div>	<div>2</div>	<div>3</div>	<div>4</div>

Monday	Tuesday	Wednesday	Thursday	Friday
30	1 Approve Time Cards • 5PM Deadline for Time Card Approval for Dec. 11th pay • Deadline for FT absence/leave entries for Dec. 11th pay	2	3	4 Submit Time Cards
7	8 • Deadline for Employees to accept/eSign contracts to be paid on Dec. 25th	9	10 Payslip Visible	11 Pay Date Submit Time Cards Deadlines for: • Employees to submit their Time Card for Dec. 25th pay • PT absence/leaves entries for Dec. 25th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Dec. 25th pay
14	15 Approve Time Cards • 5PM Deadline for Time Card Approval for Dec. 25th pay • Deadline for FT absence/leave entries for Dec. 25th pay	16	17	18 Submit Time Cards
21	22 Payslip Visible • Deadline for Employees to accept/eSign contracts to be paid on Jan. 8th	23 Pay Date	24 Christmas Eve Campus Closure	25 Christmas Day Submit Time Cards Deadlines for: • Employees to submit their Time Card for Jan. 8th pay • PT absence/leaves entries for Jan. 8th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Jan. 8th pay Campus Closure
28 Campus Closure	29 Approve Time Cards • 5PM Deadline for Time Card Approval for Jan. 8th pay • Deadline for FT absence/leave entries for Jan. 8th pay Campus Closure	30 Campus Closure	31 New Years Eve Campus Closure	1 New Years Day Campus Closure